

**FY 2006**

Since it has been a couple of months since you have been in the CBS, following is a review of the funds management and fund control. Also there are a few changes to the BOP screen.

The new fund codes for FY 2006 are as follows:

NOAA            36 - PAC  
                    37 - OR&F

**Rescission** - A government-wide 1 percent rescission will be taken from all programs. The NOAA Budget Office indicated that they plan to take the 1% program reduction from the 4<sup>th</sup> quarter. For BOPs, do not BOP the full amount of your 4<sup>th</sup> quarter allotment - leave the 1% of the total program amount un-BOPed in the allotment. If you have no funding in the 4<sup>th</sup> quarter, leave 1% in the last quarter that you have funding.

**Funds Management**

As last year, direct funds are being allotted to FMCs by the 4<sup>th</sup> level of the program code (PPA). New this year -- Reimbursable will also be allotted to FMCs by the 4<sup>th</sup> level of the program code and project code level.

**Funds Control**

As last year, funds are being allotted quarterly to FMCs. The system will restrict users from creating budget plans in excess of the amount allotted to your FMC for that quarter. Remaining funds allotted from earlier quarters that have not been planned are added to the "superpool" and are available to be BOPed in a later quarter. This functionality has not changed from last year.

**Funds Balance Table** – To reflect the change of the Allotments to Org 2 for Reimbursables, the Funds Balance Table will display the FMC for most Direct and Reimbursables funds. This table stores the information on the funds remaining in the "Funds Control" pool. There is a row in the table for each funds control pool. Below is an example of a row in the Funds Balance table for the following funds:

<b>Direct Funds</b>		<b>Reimbursable Funds</b>	
Org	99-99-*****_**_**_**_**	Org	99-99-*****_**_**_**_**
Program Code	99-99-99-999	Program Code	99-99-99-999
Project Code	*****	Project Code	9999999
Category	B1	Category	A

An \* denotes data that has been summarized and will display the information at that level on the report. Since funds' checking is determined against the Allotments minus obligations, the decision to set funds control at FMC and the 4<sup>th</sup> level of the Program

code (and project for Reimbursables) will eliminate other FMCs from obligating funds allotted to your FMC and program.

The system will check to ensure that there are sufficient funds remaining in the plan to complete the negative BOP. It also checks to ensure that the BOP amount does not reduce the amount below the remaining funds available. The BE Funds Balance report, which accesses this table, can be found on the CFS Navigator menu under Quick Reports.

### **FM007 Funds Management Parameter Screen**

The Funds Management Parameter mask will be set at the ORG 2 level for direct and reimbursable funds. This will allow allotments to be created at the FMC level when a BOP Transfer (TRNSFR) is approved.

### **FM066 – Budget Operating Plan (BOPs)**

The system will be available to users to begin entering their BOPs after the December close, beginning January 3<sup>rd</sup>. The FY 2006 Initial BOPs must be entered and approved in CBS by COB Tuesday, January 31, 2006.

The FY05 Budget Module Enhancement changed the Allotment Transaction Screen to move the Category B Item Number to the detail block. As a result of that change, the Budget Operating Plan screen also changed to remove the Category B Item Number field to facilitate the creation of BOPs.

**Budget Operating Plan Transaction Screen (FM066 VER.2.21.0.1)**

Budget Control | Budget Detail | Summary By Details | Summary By Objects

\*Bureau Code **14** Name NOAA Trans No 35770  
 \*Fund Code **37** Title ORF (06/07) ☐ Internal  
 \*Fiscal Year **06** Appropriation Symbol 1306/071450 Report Notes

Plan  
☐ Change Code NONE No 8 - 0 ☐ Populate Detail  
 Template Code NONE \*Corresponding Orgs 00 00 0000 00 00 00 00

D/R Flag **D** **Category B1** Reimb Agreement No  
 Project Task Program Organization UDF  
 ACCS D8P1P11 P00 12 01 01 001 60 01 0000 00 00 00 00 003994 ☐ Surcharge Codes  
 \*Unit NONE \*Qty .00 \*Distribution Not Applicable Surcharge Code

Trans Amount  
 \*Total 1st Qtr 2nd Qtr 3rd Qtr 4th Qtr  
 100,000.00

☒ Requester Approval By K M DOWNS Date 03-DEC-2005  
☒ Document Approval Approval Routing Apply Surcharge

**Notes** – Even though the system does not require the Notes field to be populated, it is a NOAA business rule that the Notes field should always be entered with a narrative describing the reason for the BOP. If the Notes field is blank, the approving official should disapprove the BOP and send it back to the requester so that the BOP can be

updated with a note. Notes can be changed before a BOP is approved. Once the requester has approved the BOP, the Approver can disapprove the transaction and the Note can then be changed. It is only when the BOP has been through the final level of approval that the Notes field cannot be changed.

The general rule is to retain the Allotment Notes standard language except for transfers. Additional text can be added, if the standard language is not sufficient to describe the BOP. Transfers between LOs or FMCs should be recorded as: From xx-xx to xx-xx for "Reason" (where xx-xx represents the FMC which is the first two segments of the organization.) The Notes field on the Transfer BOP populates the Notes field on the Allotment screen. This Note is then displayed on the Data Warehouse Allotment Reports.

**Change Code** - As a result for the Mass Reclassification Software update, a new change code has been added to the list. When making a change to an existing plan, you need to select the appropriate code to identify the type of change being made to the original plan.

**RCADJ - Do not use**  
**REPROG - Do not use**

**TRNSFR - Will not be available until problem is corrected**

Code	Description
ADJUST	OTHER ADJUSTMENTS TO BOPS
RCADJ	RECLASSIFICATION ADJUSTMENT
REPROG	INTERNAL REPROGRAMMING
TRNSFR	ALLOTMENT TRANSFERS BETWEEN ORGANIZAT

**ADJUST** – The ADJUST code is still used if the change is an increase, decrease or realignment of object classes to an existing BOP within your FMC.

**RCADJ** – The RCADJ code has been added to the Change Code list. The system creates a new change BOP to reverse out BOPS that have already been entered in the system. **Do not** use the "RCADJ" code. Since there were no BOPs in the system at the time of Masss Reclass, there should not be any BOPS with this Change Code.

**REPROG** – **Do not** use unless instructed by the NOAA Budget Office.

**TRNSFR** – Since the allotments for Reimbursable funds has been changed to ORG2, the system will automatically transfer funds to the FMC of the organization identified in the Corresponding Org field. Currently this code will not display in the pop-up screen.

**Templates** – Templates have been created to reduce the amount of data entry into the Budget Detail screen. When a template is selected, it will automatically create a detail line for each month and object class. Our current templates will create 108 detail lines, which will require only the Amount to be populated on each detail line. A Template can only be used on the initial BOP. The two new template codes for FY 06 are 36INIT and 37INIT. The templates for funds 01, 02, 06, 07, 31 and 32 are still available.

When a template is used, it creates a monthly detail line on the BOP Detail screen for the following object classes:

1110 2100 2200 2300 2400 2500 2600 3100 **0000**

You may add new object class detail lines or delete any unnecessary detail lines. The template will automatically populate the Unit field with FTE on O.C. 1110 and NONE for all other object classes. Object class 0000 has been established only for Fund 36 and 37, to accommodate plans for Transfer between FMCs. Object Class 25xx should no longer be used to hold funds for transfers.

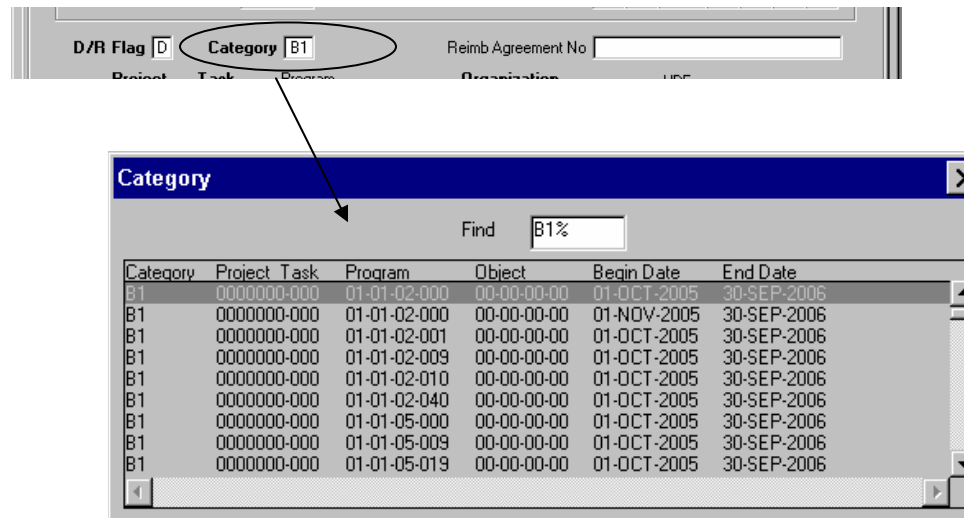
**Corresponding Org** - When creating a Transfer BOP, the Corresponding Org field should always contain at least the FMC code.

**Category** - The Item No. is no longer displayed on the Budget Control screen. In the Category field, you can either:

Type in the Category – If you type “B1” in the Category field, the Program Code is not populated on the ACCS line. The Program must be manually entered in on the ACCS line.

The screenshot shows a software interface for budget control. At the top, there are fields for 'D/R Flag' (set to 'D') and 'Category' (set to 'B1'). To the right is a 'Reimb Agreement No' field. Below these are several data entry fields organized into groups: 'Project' (D8P1P11), 'Task' (P00), 'Program' (12 01 01 001), 'Organization' (60 01 0000 00 00 00 00), and 'UDF' (003994). There are also checkboxes for 'Surcharge Codes' and 'Surchage Code'. At the bottom, there are fields for '\*Unit' (NONE), '\*Qty' (.00), and '\*Distribution' (Not Applicable).

Select Category from the List of Values – when you double click in the Category field, you must also select the correct Program Code from the List of Values.



**Budget Month** - Since BOPS are being planned monthly, it is important to be aware of the Budget Month (BM) on all detail lines. For Initial Targets, all months should default to the appropriate BM. BM 1, 2 and 3 will display in the 1<sup>st</sup> quarter on the FM166 and NOA121 reports. If running an October report for the NOA117 and NOA118 reports, the Object Class plans displaying BM 1 will display in the Current Month column on the reports.

### **Program Decreases**

As a reminder, always reduce the BOP before requesting any negative allotment from the NOAA Budget Office. It is also a good idea to let them know which Allotment quarter was effected by the negative BOP. You can either print the BE521 Line Office Allotments by Quarter by Program/Project Report or look at the Allotment information on the BOP Budget Detail tab. We have had problems where the reduction was taken from a different quarter than how the BOP was decreased and it breaks the link from the BOP to the Allotment pool.

### **Document Approval Routing**

A list of current approvers and their alternate approvers was sent to LO representatives to be reviewed and all requested changes have been updated in preparation for the new fiscal year. Just remember that when an employee who is an Approver leaves an organization, please notify your Line Office of their departure. Your LO will then notify CBS and coordinate the change in the routing so that there is no disruption in the BOP approval process. LOs should contact the CBS BE Team ASAP of any changes in the approval routing.

**Data Warehouse**

**NOA118** – In the past, BOPs with object classes that did not match the object classes listed in the report were displayed under the Object Class 00-00. O.C. 00-00 O.C. now has a new purpose. Transfers should now be planned in O.C. 00-00, instead of O.C. 25-00. The unmatched object classes will now display in O.C. xx-xx.

**Quick Reports**

The amounts fields have been expended to include cents. Also the Fiscal Year default has been taken off of the parameter screen. You will need to type in the Fiscal Year on the parameter screen.

**BE Funds Balance Report** - The Program Code has been added to the parameter screen, which will allow a user to also view programs code allotted to multiple FMCs.

**WEB**

The following information can be found on the CBS website located at:

<http://www.rdc.noaa.gov/~cams/budgetinfo.htm>

**BOP Worksheets** – The Excel Monthly and Quarterly Worksheets are available to assist you in preparing your budgets. These worksheets can be downloaded onto your PC.

**Program, FMC and Org Codes** – These following reference materials are expected to be updated and posted on the Web by the end of December:

Program Code

FMC

Org Code

**Advisories** – Beginning this year, the numbering will reflect the Fiscal Year and the issue number and will be available on the Web.

**Budget Help Desk**

The CBS Budget Help Desk number is 301-444-8555. Call if you have problems with your BOPs.

If you need help or answers with the reimbursable agreements screen, call the Reimbursable Help Desk at 301-444-8556.